

OFM Training

ACCOUNTING DIVISION

INTRODUCTION TO PERSONAL SERVICE CONTRACTS *

Class Description: This three-and-one-half-hour class provides an introduction to statutory and regulatory requirements and how they apply to agencies' real life contracting needs. This class covers the same basic content as the Personal Service Contracts Overview, but in this half-day version, there are fewer group exercises. This class meets the mandatory training requirement for state agency staff who manage or execute personal service contracts. (RCW 39.29)

Target Group: Agency personnel who manage or execute personal services contracts.

Class Objectives: Upon completion of this class, participants should be able to:

- Understand the basics of contracting.
- Identify personal services contracts and distinguish them from other types of contracts.
- Understand the competitive procurement requirements for personal service contracts.
- Understand the OFM filing requirements for personal service contracts.